

**RFP 09-04 ARRA Summer Youth Response Package  
Cover Sheet**

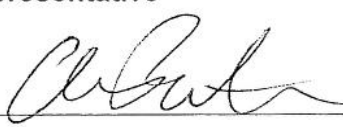
**Name of Lead Agency/Organization** CITY OF SEATTLE/HUMAN SERVICES DEPARTMENT  
**Mailing Address** 801 Third Avenue, Suite 420, Seattle, WA 98104  
**Contact Person** Kellie Nakano, Director, Seattle Youth  
Employment Program  
**Proposal writer** (if not permanently employed by your agency) \_\_\_\_\_  
**Phone** 206/684-0518 **Fax** 206/621-5032 **E-mail** Kellie.nakano@seattle.gov

<b>Total WIA Youth Funds Requested:</b> \$ <u>1,130,543</u>	<b>Funding Category and Amount:</b>
	Out-of-School Youth: \$ 339,163
	In-School Youth: \$ 791,380

**Proposal Summary:** *Please summarize your program design in a brief paragraph.*

Seattle Youth Employment Consortium will provide high quality summer employment and training to Seattle youth and young adults, ages 16-24, who possess employment and/or educational barriers. Recruitment efforts will be focused on individuals with higher barriers such as those who are homeless, from the foster care system, court-involved and young parents. To provide exposure to careers that support economic self-sufficiency, work experiences will be focused on high growth sectors of health care, skilled trades, green jobs and technology. In addition, services will include assessment, work-readiness goal setting, training throughout summer and a workshop series to introduce participants to post-secondary and career pathway opportunities.

To the best of my knowledge and belief, all information in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded.

<u>Alan Painter</u>	<u>Human Services Department Director</u>
<b>Typed Name of Authorized Representative</b>	<b>Title of Authorized Representative</b>
	<u>206/684-0263</u>
<b>Signature of Authorized Representative</b>	<b>Telephone Number</b>
	<u>4-10-09</u>
	<b>Date</b>

### C. STATEMENT OF COMPLIANCE

As the authorized signatory official for: City of Seattle/Human Services Department,  
Submitting Firm/ Lead Organization

I hereby certify:

- that the above-named proposer is legally authorized to submit this application requesting funding under the Workforce Investment Act (the legal signatory for the organization applying).
- that the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Investment Act, U.S. Department of Labor, State of Washington Employment and Training issuances, Workforce Development Council of Seattle-King County (WDC) policies and guidelines, and other administrative requirements issued by the Governor of the State of Washington. The vendor shall notify the WDC within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments;
- that the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and
- that the contents of the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application; and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above-named proposer is in agreement that the WDC reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of the Workforce Development Council and the Operators' Consortium.



**Authorized Representative Signature**

AMERICAN RECOVERY AND REINVESTMENT ACT  
SUMMER YOUTH EMPLOYMENT SERVICES  
CITY OF SEATTLE/HUMAN SERVICES DEPARTMENT  
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REQUIRED ATTACHMENTS

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Planned Performance Form

Budget Summary Form

Budget Narrative

Audited financial statements



## **I. Demonstrated Ability and Capacity for ARRA Summer Youth Employment**

- 1. Previous Services.** The City of Seattle Youth Employment program (SYEP) serves as the lead agency of the Seattle Youth Employment Consortium which includes Center for Career Alternatives, Metrocenter YMCA, YouthCare and YWCA Working Zone. Through this Consortium, SYEP has provided employment training for WIA participants, 16-21 years old, and other youth with high employment and school barriers.

The Consortium's previous and current summer employment program integrates educational and employment experiences to give youth the opportunity of work-based contextualized learning of job readiness skills such as good interpersonal, communication and decision-making. Case managers develop subsidized internships in City departments and community agencies throughout Seattle by screening sites and identifying those that provide a variety of experiences, align with high-growth career pathways, coordinate academic/post secondary career goals with career direction, and help youth develop soft skills. At the end of an internship, a youth's communication, interpersonal and decision making skills are evaluated by their supervisor.

Last summer, the Consortium provided summer employment for 404 youth, including 63 WIA participants, in over 160 sites throughout Seattle. The experiences allowed youth to work 24 hours per week for seven weeks in the following capacities:

- Health Care Aides - Swedish Hospital, Children's Hospital, VA Hospital, nursing homes
- Pre-apprentices - Port of Seattle
- Habitat Restoration Crews - Nature Consortium
- Technology/Computer Aides - Rainier Vista, Garfield Community Center, Horn of Africa, Interconnection, City of Seattle Department of Transportation
- Office Assistants - Community Centers, various City departments, and state or public agencies including Seattle Housing Authority, Children's Hospital, HUD and DSHS
- Junior Counselors/Childcare Provider Aides
- Food Banks/Warehouse Assistants
- Library Aides
- Outreach and Community Organizing Advocates - Asian Counseling and Referral Services, Powerful Voices, Solid Ground and WAPIFASA
- Theatre Technician Aides - Langston Hughes
- Museum Docents - Wing Luke, Children's Museum and NW African American Museum
- General Maintenance Assistants - Catholic Community Services, Center for Career Alternatives, Capital Hill Improvement Program, Parks Department and City Fleets

In addition, 71 youth were placed in summer group projects in partnership with community-based agencies. The projects offered youth the opportunity to work alongside peers to gain work experience, earn academic credit and receive a stipend of up to \$900. Projects included:

- Increasing A/PI community awareness of environmental issues (ID Housing Alliance)
- Renovating a garden at University of Washington (Seattle Youth Garden Works)
- Writing *The Boot* Literary magazine (Southwest Youth and Family Services)
- Painting art murals (Artworks)
- Community organizing (Powerful Voices)
- Assessing community needs and developing youth leadership skills (SafeFutures)
- Motivating youth to academic success (SafeFutures)



During the summer months, the Consortium has also offered work readiness training including resume writing, job interviews, and job applications. For credit retrieval, the program has provided financial literacy and elective courses. Furthermore, youth have engaged in leadership and life skills development through community service, field trips, and workshops on various topics such as health, communication, leadership, substance abuse, filing taxes and cultural competency.

**2. History of Meeting Outcomes.** In 2008, the Consortium exceeded its basic skill attainment goal by 106%; work readiness attainment by 102%; occupational skill attainment by 123%; overall exits by 115%; and exits into unsubsidized jobs by 144%. Exits into postsecondary education, apprenticeship, advanced training met 95% of the goal.

At the end of last summer, youth showed the following high level of work readiness skills:

- **Self management:** 82% of youth were on time; 81% attended work; 99% had good or excellent hygiene; 95% had good or excellent personal appearance.
- **Monitor and Correct performance:** 80% accepted and used criticism to improve job skills.
- **Responsibility:** 79% completed work accurately; 86% had good or excellent job skills.
- **Acquire and use information:** 72% asked supervisor for help; 65% asked co-workers.
- **Know how to learn:** 82% willing to learn new skills.
- **Positive interpersonal:** 91% had a good or excellent relationship with supervisor; 86% a good or excellent relationship with co-workers.

**3. Best Practices.** In a recent report released by the Workforce Training and Education Coordinating Board in November 2008, there are seven elements of success for youth service providers. Effective service providers:

- **Hire highly experienced staff with extensive knowledge and connections** – The Consortium's leadership team has over 50 years of combined experience in youth employment and development programs. The case management staff bring an equal level of knowledge and expertise to the program. In addition, many of the staff are bilingual and bicultural persons of color who are trusted members of their community.
- **Connect with external providers of basic supports** – Consortium programs provide youth with holistic services that meet a range of needs including housing, drug and alcohol counseling, individual/family counseling or mental health services.
- **Provide incentives such as paid work experience** – All participants participate in paid internships. Other incentives include field trips, college tours and other activities.
- **Basic remedial education instruction is offered in a practical context** – All Consortium partners are able to provide on-site secondary school offerings.
- **Ensure there is at least one caring adult who is committed to their long-term labor market success** - Case managers develop caring and mentoring relationships with participants. Work-site supervisors also provide youth with positive adult guidance and support related to career choices, self-evaluation and skill development. Case managers assist and coach work-site supervisors to that end.
- **Provide opportunities for leadership development** - Youth are encouraged to participate in program and community activities that nurture their leadership development. This includes the Mayor's Youth Advisory Council, Street Soldiers, Today's Students/Tomorrow's Teachers, and Global Visionaries. Youth are also exposed to



relevant topics through workshops and activities on health, communication, current affairs, and cultural competency.

- **Supports continue after young adults leave a program** - Upon a successful exit from the program, youth receive follow-up services for 12 months to ensure a successful transition to post-secondary education or private sector employment.
4. ***Administrative Oversight:*** The Consortium has an excellent record of performance in relation to SKIES data. The Consortium SKIES Administrator, has been using SKIES for the last nine years and is certified through the ESD four-day training. The SKIES Administrator provides oversight and quality control of the data input and tracks attainment outcomes for basic skill, work readiness, and occupational goals. SYEP is supported by the Human Services Department's Information Technology staff, uses computers which meet or exceed WDC hard drive and internet access requirements, and uses Windows XP Professional.
  5. ***Payroll System.*** The City of Seattle is responsible for processing and distributing paychecks. Youth and internship supervisors are trained to maintain and complete accurate time records. These timesheets are submitted every two weeks to SYEP. The SKIES Administrator supervises accounting technicians who review and enter all interns' timesheets into City's payroll system. Stipends for youth in group projects are processed as City vendors. The City has a significant capacity to produce large numbers of checks and has demonstrated this ability for many years. The system includes checks and balances at each step of the process.
  6. ***Ability to Quickly Ramp Up.*** SYEP has already initiated hiring processes in anticipation of the opportunity to serve youth with American Recovery and Reinvestment Act funds. Temporary staff, including eligibility/payroll staff and case managers, will be critical in delivering high quality services at this large scale and within the established timeline. Steps to recruit and eligibilize participants have already been implemented. Job development has also been underway for several weeks. Planning continues on placement, training, and participant support to ensure meaningful and well-supervised experiences for participants.

## II. Service Design and Approach

1. ***Youth Outreach and Recruitment.*** To reach 16-24 year olds to be served by ARRA funds, the Consortium has already conducted outreach at more than 70 schools, community programs and events. To reach youth and young adults with high needs, the Consortium has also initiated specialized recruitment efforts by partnering with community organizations serving the following populations:
  - a. Homeless youth and young parents served by YouthCare, YWCA, UYDC, Central Youth and Family Services and 45<sup>th</sup> Street Clinic.
  - b. Foster care youth served by Casey Family Programs as well as Mockingbird Society that supports youth or young adults who have aged out of foster care.
  - c. Southeast Asian and African American youth with substance abuse, homeless or juvenile justice issues through Project HANDLE at Neighborhood House. The program provides education for communities of color about substance abuse and AIDS.
  - d. Court-involved youth by partnering with King County Superior Court.
  - e. Youth with mental health issues or disabilities served by Teen Health Clinics in Seattle.

It is expected that recruitment and eligibility determination will be complete by May 1<sup>st</sup>.

**2. *Worksites and Projects.*** The Consortium will place participants in the following planned and established internships and group projects that focus on high growth sectors:

**a. Green Jobs.**

- EOS (Environmental Outreach & Stewardship) will provide up to eight energy audit internships, ten internships for a habitat restoration group project, and one environmental training production intern.
- The Green Seattle Partnership will provide 10 internships in each of two environmental restoration and urban trail projects working on the Urban Forestry Crew. Participants will learn about applied ecology, habitat restoration methods, trail construction and project planning.
- Seattle Conservation Corps will provide 10 internships in a project exposing youth to careers and field work in the conservation and restoration industry by combining restoration field work and weekly lesson plans and skill building.

**b. Health Care.**

- Project HANDLE will provide 10 internships each in two peer health education/technology projects providing communities of color with information about 1) tobacco cessation and 2) substance abuse and AIDS.
- International Community Health Services (ICHS) will provide 10 internships in a health education project at one ICHS clinic giving youth exposure to health careers.
- King County Public Health, in partnership with Metrocenter's Tech Program, will provide 10 internships in a health education and promotion project that supports the work of school-based health centers. Interns will develop health materials including a public health resource page on [pugetsoundoff.org](http://pugetsoundoff.org).
- Additional internships include Swedish Hospital, VA Hospitals, and nursing homes.

**c. Technology.**

- Metrocenter will provide 10 internships in their Puget Sound-Off Digital Connectors project exposing youth to community marketing and advocacy using technology. Youth will post their work on [pugetsoundoff.org](http://pugetsoundoff.org) to engage with the community.
- Additional technology worksites include community computer labs and City of Seattle departments.

**d. Trades.**

- Seattle Parks and Recreation will provide 10 internships in the skilled trades. Participants will be paired with carpenters, electricians, plumbers, painters and metal fabricators to gain hands-on experience in the skilled trades.

To provide meaningful experiences for a range of skills, the Consortium has also developed projects to serve participants with high employment barriers. In response to WDC's projected demand in retail services, Center for Career Alternatives will provide retail training in partnership with Goodwill for 20 youth. Metrocenter YMCA will provide an experience that combines work-readiness training, work experience, life skills development and exposure to high growth sectors. Lastly, the Consortium will provide internships in other sectors including worksites such as libraries, Mockingbird Times newspaper, day camps, and food banks.



3. ***Program Services and Supports.*** The Consortium will ensure participants are ready for summer placements using the following strategies:

- Administering the CASAS Appraisal to collect baseline information on a participant's skills in reading math, speaking, writing and employability.
- Assessing career interests and work history using an interest inventory and questionnaire.
- Informal interview.

Case managers will use this information to identify a work readiness goal that will provide work experience through an internship or group project that is age and developmentally appropriate, matches the identified career interests, and provides an exposure to high growth sectors.

Prior to the start of internships, participants will attend a two-hour orientation. The session will introduce participants to the shared goals of the American Recovery and Reinvestment Act and the Consortium. In addition, participants will receive work-readiness training to support their success. Expectations of the program will also be covered. There will be a separate workshop for young adults who may already possess work experience. Worksite Supervisors will also attend an orientation to understand their role in helping participants to develop employment skills, connect academic goals with work experience, and to learn about career pathways.

Participants will also gather every two weeks with a Youth Development Specialist and the Training and Education Consultant to reflect on the skills and knowledge that is being learned through the internships plus receive ongoing work readiness training. Participants will be evaluated at the end of seven weeks using a Supervisor Evaluation. The evaluation is aligned with Equipped for the Future model focusing on the contextualized work readiness skills in self-management, responsibility, monitor and correct performance, acquire and use information, know how to learn, and positive interpersonal skills.

4. ***Referral and On-going Support.*** The Consortium will provide three 2-hour workshops on post secondary opportunities and career pathways. The first workshop will present an overview of postsecondary education and vocational training options available through 4-year colleges, community colleges, and apprenticeships. Financial aid will also be covered. Participants will be able to choose a second workshop depending on their interest in a four-year college, community college, apprenticeship or vocational training. The third workshop in the series will expose participants to pathways and academic goals for careers in health care, green jobs, automotive, skilled trades, computer technology, teaching/working with children, or entrepreneurship.

5. ***Collaboration, Partnerships and Leverage.*** Because of the unique opportunity presented by the ARRA, City Departments including the Office of Economic Development, Policy and Management and Parks have come together with the Human Service Department to ensure the success of this effort. In addition, the Consortium's many partnerships include over 40 community organizations that provide work experience and referrals. The following organizations offer an especially high level of collaboration by coordinating group projects:

- a. Health care providers: Project HANDLE at Neighborhood House, Seattle/King County Public Health Department, International Community Health Services
- b. Computer technology: Metrocenter YMCA
- c. Green jobs: EOS, Green Seattle Partnership, Seattle Conservation Corps
- d. Skilled Trades: Seattle Parks and Recreation



### SECTION III: REQUIRED FORMS

#### A. PLANNED PERFORMANCE FORM

The following chart should reflect new enrollees for Summer 2009. (May 1– Sept. 30). Include only customer outcomes/activities to occur during this period.

If you will serve both ISY and OSY, please complete a separate Planned Performance form for each category:

☐ In-School Youth (ISY)

☒ Out-of-School Youth (OSY)

ARRA SUMMER YOUTH EMPLOYMENT SERVICES PLAN LEVELS:	Total Youth (all ages, 16-24 years old)
<i>Total New Registrations</i>	<b>74</b>
<b>Skill Attainments</b>	<b>60</b>
Work Readiness Attainment	<b>60</b>
<b>Total Work Experiences*</b>	<b>74</b>
Subsidized Summer Employment/ Internship	<b>74</b>
<b>Total Exits</b>	<b>74</b>
Exit into Post-Secondary Ed., Apprenticeship, or other Advanced Training	<b>0</b>
Placement into Unsubsidized Employment (UE)	<b>0</b>

\*For Summer Youth activities offered between May 1, 2009 and September 30, 2009, it is expected that all participants will participate in a work experience component.

### SECTION III: REQUIRED FORMS

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The following chart should reflect new enrollees for Summer 2009. (May 1– Sept. 30). Include only customer outcomes/activities to occur during this period.

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☐ Out-of-School Youth (OSY)

ARRA SUMMER YOUTH EMPLOYMENT SERVICES PLAN LEVELS:	Total Youth (all ages, 16-24 years old)
<i>Total New Registrations</i>	<b>171</b>
<b>Skill Attainments</b>	<b>154</b>
Work Readiness Attainment	<b>154</b>
<b>Total Work Experiences*</b>	<b>171</b>
Subsidized Summer Employment/ Internship	<b>171</b>
<b>Total Exits</b>	<b>171</b>
Exit into Post-Secondary Ed., Apprenticeship, or other Advanced Training	<b>0</b>
Placement into Unsubsidized Employment (UE)	<b>0</b>

\*For Summer Youth activities offered between May 1, 2009 and September 30, 2009, it is expected that all participants will participate in a work experience component.



## B. BUDGET SUMMARY FORM

**Instructions:** Submit a 5-month budget summary for the period of May 1, 2009 – September 30, 2009.

### 1. Bidder's Budget Summary

Including grant and leveraged funds, and contractor and subcontractor costs, enter in the appropriate space:

- **Personnel costs**—Include staff salaries and fringe benefits.
- **Non-personnel costs**—Include all other non-personnel costs (i.e. rent, office supplies, indirect costs, audit costs, etc.) with the exception of direct participant costs and sub-contracts with service providers.
- **Direct participant costs**—Direct participant costs are a key part of Workforce Investment Act services, and include such items as, tuition, books and supplies, work experience wages, and support services. The WDC encourages bidders to maximize the use of direct participant funds in their service delivery model.
- **Sub-Contracts**—Include what will be contracted out to other service providers. Do not include contractual items such as audits, janitorial services, and payroll processing. These are operational costs to be included in "non-personnel costs."

Category – Contractor and Subcontractor	WIA Requested Funds
1. Personnel Costs	\$ 274,900
2. Non-Personnel Costs	\$ 119,582
3. Direct Participant Costs	\$ 280,500
4. Sub –Contracts	\$ 455,561
5. Total (Add lines 1 - 4)	\$ 1,130,543

### 2. Budget Narrative

In no more than 2 pages single spaced, please provide a narrative description of your budget. Please provide an explanation of each budget category, including details such as staffing/FTEs and services to be provided under sub-contracts. Please also provide a description of what services, staffing, and other costs leveraged funds will provide.

### C. BUDGET SUMMARY FORM - Budget Narrative

<b>1. PERSONNEL COSTS</b>	<b>TOTAL</b>
<b>Staff Wages</b>	<b>\$238,981</b>
<b>Stimulus Program Supervisor \$28,419</b> (1.0 FTE from 5/1/09 – 9/30/09) Oversees planning and implementation of education and employment activities including assessment, case management, internships and training plus supervision of Assistant Counselors and ensures compliance with federal regulations.	
<b>Senior Grants and Contracts Specialist \$24,439</b> (1.0 FTE from 5/1/09 – 9/30/09) Coordinates the negotiation, preparation, and monitoring of subcontracts, provides technical assistance and support to subcontractors as needed.	
<b>Assistant Counselor \$147,848</b> (8.0 FTEs from 5/1/09 – 9/30/09) Provides case management, academic support and employment services to WIA youth.	
<b>Assistant Personnel Specialist \$8,222</b> (1.0 FTE from 5/1/09 – 6/30/09) Reviews applications and follows WIA regulations to determine eligibility for services.	
<b>Accounting Technician \$30,053</b> (2.0 FTEs from 6/1/09 – 9/30/09) Reviews and enters timesheets in payroll system and manages payroll documentation.	
<b>Staff Benefits</b> Calculated at rate of 15.03% of staff wages	<b>\$ 35,919</b>
<b>TOTAL</b>	<b>\$274,900</b>

<b>2. NON-PERSONNEL COSTS</b>	<b>TOTAL</b>
<b>Office Supplies</b> Supplies and materials	<b>\$ 16,000</b>
<b>Printing</b> Copy and printer supplies	<b>\$ 3,000</b>
<b>Postage</b> Cost of routine mailing to WIA participants	<b>\$ 1,000</b>
<b>Vehicle Lease/Parking/Gas</b> Cost of staff use of vehicle for WIA-related business; \$318/month x 12 months	<b>\$ 14,000</b>
<b>Indirect Costs</b> Using the 2009 rate, calculated at 8.19% of total costs	<b>\$ 85,582</b>
<b>TOTAL</b>	<b>\$ 119,582</b>

<b>3. DIRECT PARTICIPANT COSTS</b>	<b>TOTAL</b>
<b>Internship Wages</b> Wages for summer internship experiences; 110 youth x 210 hours x \$10/hr	<b>\$231,000</b>
<b>Support Services</b> Funds to support attainment of education and employment goals (i.e. training, test fees, books, clothing, transportation); 110 youth x \$450/youth	<b>\$ 49,500</b>
<b>TOTAL</b>	<b>\$280,500</b>



<b>4. SUBCONTRACTOR COSTS</b>	<b>TOTAL</b>
<b>Environmental Outreach and Stewardship</b> Subcontractor costs include personnel (2.0 Supervisors), supplies, transportation, training materials and wages for 18 participants in two projects.	<b>\$68,240</b>
<b>Urban Forestry Corps</b> Costs include personnel (2.0 Supervisors), training materials, supplies, clothing, tools, transportation, and wages for 20 participants.	<b>\$75,600</b>
<b>Seattle Conservation Corps</b> Costs include personnel (1.0 Supervisor), training materials, supplies, clothing, tools, transportation, and wages for 10 participants.	<b>\$28,571</b>
<b>Project HANDLE</b> Costs include personnel (1.0 Supervisor), training materials, supplies, transportation, and wages for 20 participants in two projects.	<b>\$51,600</b>
<b>International Community Health Services</b> Costs include personnel (.5 Supervisor), training materials, supplies, clothing, transportation, and wages for 10 participants.	<b>\$28,800</b>
<b>King County Public Health/Metrocenter YMCA</b> Costs include personnel (.5 Supervisor), training materials, supplies, transportation, and stipends for 10 participants.	<b>\$28,555</b>
<b>Metrocenter Digital Connector</b> Costs include personnel (.5 Supervisor), training materials, supplies, transportation, and stipends for 10 participants.	<b>\$29,756</b>
<b>Center for Career Alternatives</b> Costs include personnel (.5 Supervisor), training materials, supplies, transportation, and stipends for 20 participants.	<b>\$38,900</b>
<b>Metrocenter Youth Employment</b> Costs include personnel (1.0 Supervisor), training materials, supplies, transportation, and wages for 10 participants.	<b>\$45,539</b>
<b>Technology Project – Currently in Development</b> Anticipated costs include personnel (.5 Supervisor), training materials, supplies, transportation, and wages for 10 participants.	<b>\$30,000</b>
<b>Training and Education Consultant</b> Develops curriculum and strategies to create linkages between summer employment/training and career pathways/postsecondary education.	<b>\$30,000</b>
<b>TOTAL</b>	<b>\$455,561</b>
<b>TOTAL (Sections 1-4)</b>	<b>\$1,130,543</b>